

**From:** [REDACTED]  
**Sent:** 07 January 2021 14:12  
**To:** [REDACTED]  
**Cc:** [REDACTED] Hutton, Annette  
**Subject:** FW: HR policies - 3.02 Maternity Leave, 3.03 Paternity Leave, 3.05 Adoption Leave - draft covering letters to GMB and Unite  
**Attachments:** 3.05 Adoption Leave - DRAFT - tracked changes version 17112020.docx; 3.05 Adoption Leave - DRAFT - clean copy 17112020.docx; 3.03 Paternity Leave - DRAFT - tracked changes version 17112020.docx; 3.03 Paternity Leave - DRAFT - clean copy 17112020.docx; 3.02 Maternity Leave - DRAFT - tracked changes version 17112020.docx; 3.02 Maternity Leave - DRAFT - clean copy 17112020.docx; HR policies - 3.02 Maternity Leave, 3.03 Paternity Leave, 3.05 Adoption ~ covering letter to GMB.DOCX

[REDACTED]

Please see attached memo in relation to revised Maternity, Paternity and Adoption Leave policies.

Many thanks

[REDACTED]

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